



LEP 2013–14 Data Cleanup and Extract

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Office of Next Generation Learners
Division of Learning Services

EOY Training Information

- ▶ Importance of LEP Extract Data Accuracy
- ▶ Critical Errors and Data Clean-up
- ▶ LEP Extract
- ▶ Secure File Upload



Purpose of LEP Extract

- ▶ **Title III Allocations**
- ▶ **SEEK Funding**



KDE Title III – EL/LEP and Immigrant Funding Allocation Process Timeline

May 1–31

- Districts run IC LEP Extract and clean up LEP and Immigrant Data
- District LEP extracts uploaded:
<https://applications.education.ky.gov/login/>

June 1

- LEP and Immigrant counts pulled by KDE from Infinite Campus State & data compiled; Data compared with District secure file upload to verify accuracy

June

- Division of Budgets calculates tentative allocations of Title III
- LEP count sent to Division of Budgets for SEEK funding calculations

3 Types of Critical Errors that make LEP Count inaccurate

- ▶ No LEP Service Type
- ▶ No LEP Instructional Accommodations
- ▶ Home Language: 0400 English

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

[Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract.](#) (Number of Records:3)

[Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract.](#) (Number of Records:3)

[Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract.](#) (Number of Records:1)

[Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract.](#) (Number of Records:18)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records:3)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
0	COUNTY HIGH SCHOOL	194371	Adelina	Adelina	
09999	COUNTY HIGH SCHOOL	194900	Nadal	John	A
09999	COUNTY HIGH SCHOOL	212039	Yani	Yolina	R

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records:3)

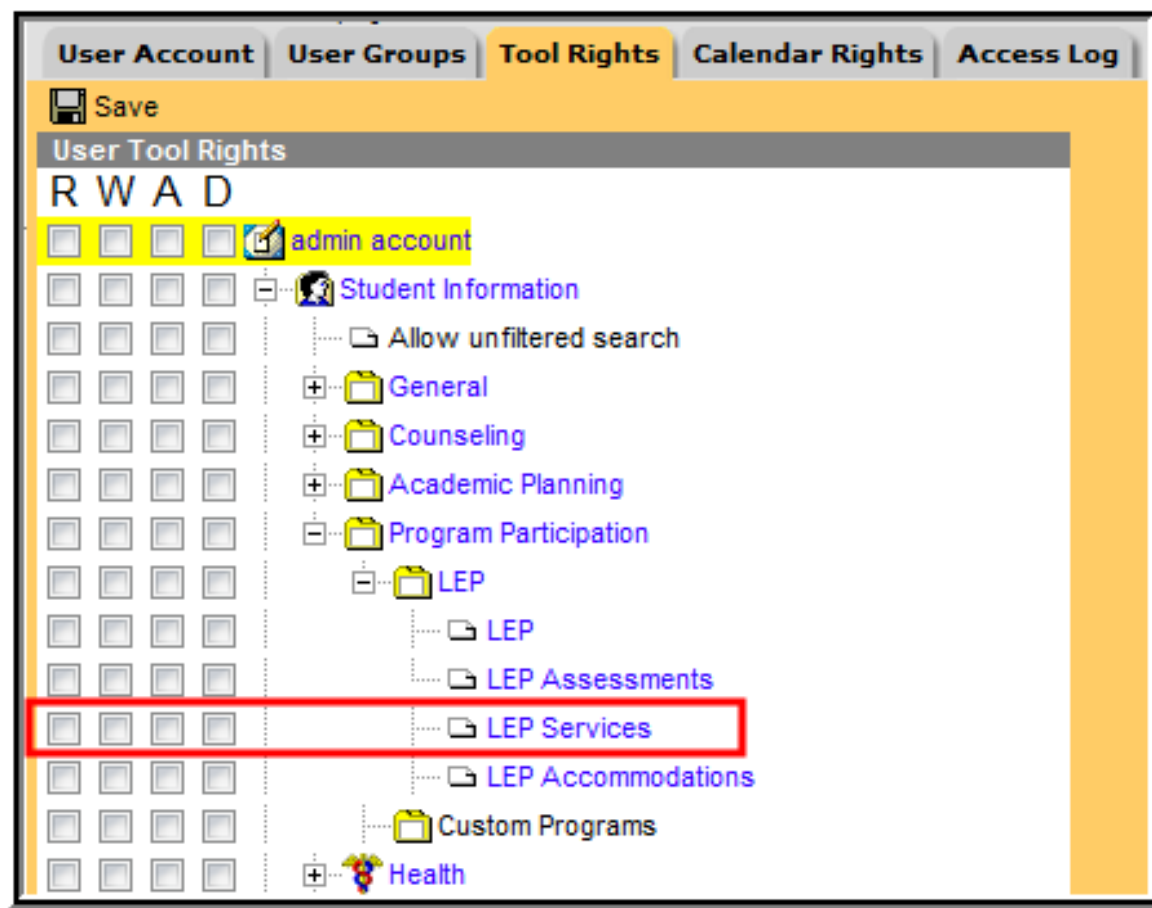
SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
0	COUNTY HIGH SCHOOL	194371	Adelina	Adelina	



Correcting LEP Service Type Critical Errors



LEP Services



Program Participation > LEP > LEP Services > Detail Editor

Grade: 11 #5979 DOB: 12/21/1996 Gender: M

LEP LEP Assessments **LEP Services** LEP Accommodations

New Save Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

LEP Services Detail

*Start Date

End Date

*Service Type

☐ Parent Refused Services
Date Refused:

Comments

LEP Start Date

Grade: 11 #5979 DOB: 12/21/1996 Gender: M

LEP LEP Assessments LEP Services LEP Accommodations

+ New Save Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

LEP Services Detail

*Start Date

April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10




Today

Comments

LEP Service Type

Grade: 11 #5979 DOB: 12/21/1996 Gender: M

LEP LEP Assessments **LEP Services** LEP Accommodations

 New  Save  Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	


LEP Services Detail

*Start Date
04/15/2014

End Date




*Service Type

- CAT: Content area tutoring
- CBE: Content-Based ESL
- DBE: Developmental Bilingual Education
- HLA: Heritage Language
- POE: Pull-Out ESL Resource
- SEI: Sheltered English Instruction
- SEN: Structured English Immersion
- TBE: Transitional Bilingual Education
- TWt: Two-Way Immersion




Parent Refuses Services


LEP LEP Assessments **LEP Services** LEP Accommodations


 New  Save  Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	


LEP Services Detail

***Start Date**
04/15/2014 

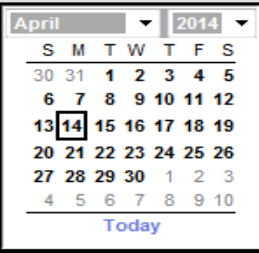
End Date


***Service Type**
SEI: Sheltered English Instruction 

☒ **Parent Refused Services**

Date Refused: 

Comments






April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

End Dating LEP Services

LEP LEP Assessments **LEP Services** LEP Accommodations

 New  Save  Delete

Service Type	Start Date	End Date
SEI: Sheltered English Instruction	08/03/2011	

LEP Services Detail

*Start Date
04/15/2014

End Date
04/16/2014

April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Correcting Accommodations Critical Errors



LEP Accommodations

The screenshot displays the Infinite Campus interface for configuring user rights. At the top, the 'Infinite Campus' logo is visible. Below it, filters are set for 'Year: 11-12', 'School: Central High School', and 'Section: 01) MA0155-1 Algebra 1 B'. The 'User Group: CHS Other' is selected. A tabbed interface shows 'Tool Rights' as the active tab, with other tabs for 'User Group', 'Calendar Rights', and 'Membership Summary'. A 'Save' button is located above a table of permissions. The table has columns for 'R' (Read), 'W' (Write), and 'A' (Administer), followed by a list of tools. The 'LEP Accommodations' tool is highlighted with a red rectangle. The 'R' column for this tool is checked, while 'W' and 'A' are unchecked.

	R	W	A	D	Tool
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	account
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Information
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Allow unfiltered search
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	General
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Counseling
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Academic Planning
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Program Participation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP Assessments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP Services
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	LEP Accommodations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Custom Programs
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Health
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medicaid
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	PLP
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Special Ed
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Student Locator
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reports

Program Participation > LEP > LEP Accommodations > Detail Editor

LEP

LEP Assessments

LEP Services

LEP Accommodations

+

 New

✓

 Save

✕

 Delete

LEP Accommodations Detail

*Start Date

End Date

*Accommodation Type

Comments

LEP Accommodations Start Date

Grade: 11 WSSY: DOB: 12/21/1999 Gender: M

LEP LEP Assessments LEP Services **LEP Accommodations**

New Save Delete

LEP Accommodations			
Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

*Start Date

April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

LEP Accommodation Type

The screenshot displays a software interface for selecting LEP Accommodation Types. A list of options is shown in a scrollable area, with 'VO-I: Provide Visuals / Organizers (1)' highlighted in blue. A red arrow points to this option. Below the list is a 'Comments' section with a text input field.

INSTRUCTIONAL (I)

- RTE-I: Read Text in English (I)
- SB-I: Scribe Responses (I)
- BED-I: Bilingual or English Dictionary (I)
- PC-I: Prompting / Cueing (I)
- VO-I: Provide Visuals / Organizers (I)**
- SP-I: Use Spellcheck (I)
- CO-I: Provide Content Objectives (I)
- AC-I: Engage in Acad. Conv. (I)
- MC-I: Meta-Cognitive Strategies (I)
- ONLS-I: Oral Native Language Support (I)
- RTP-I: Read Text in Primary Language (I)
- ET-I: Extended Time (I)
- SGSF-I: Sm. Group/Sing. Form Test (I)
- AMT-I: Adapted Materials/Technology (I)
- PL-I: Link Instruct. to Prior Learning (I)
- BK-I: Build Background Knowledge (I)
- SR-I: Scaffold Responses (I)
- BEG-I: Bilingual or English Glossary (I)
- SL-I: Simplified Language (I)
- AT-I: Assistive Technology (I)
- API-I: Adapt Pace of Instruction (I)
- CS-I: Use Computer / Software (I)
- MC-L: Model Lang/Task Completion (I)
- LO-I: Provide Language Objectives (I)
- IO-I: Interaction Opportunities (I)




ASSESSMENT (A)

- RLC-A: Reader (w/limited conditions) (A)
- BED-A: Bilingual/English Dictionary (A)

Comments


End Dating Accommodations


LEP LEP Assessments LEP Services **LEP Accommodations**

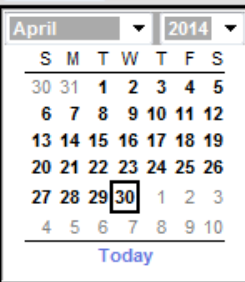
 New  Save  Delete

Name	Type	Start Date	End Date
SL-A: Simplified Language	A	09/20/2012	
SL-I: Simplified Language	I	09/20/2012	
AMT-I: Adapted Materials/Technology	I	09/20/2012	
ET-I: Extended Time	I	08/03/2011	
ET-A: Extended Time	A	08/03/2011	

LEP Accommodations Detail

*Start Date
04/15/2014 

End Date
04/30/2014 



April 2014

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Home Language Errors/Warnings

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records:2)

SchoolNumber	SchoolName	StateStudentID	LastName	FirstName	MiddleInitial
023	Knox County Middle School	27823	JACKSON	JEREMIAH	
430	Jesse D Lay Elementary School	30088	CRISTOBAL	EDDIE	A

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records:1)

SchoolNumber	SchoolName	StateStudentID	LName	FName	MiddleInitial
410	Knox Central High School	2032	MARICLE	JOHN	B

Critical Error: Home Language 0400: English (will not pull data)

Warning: Home Language 1630: Other (will pull data)



Census > People

CIITS

- ▼ Student Information
 - General
 - Counseling
 - Academic Planning
 - ▼ Program Participation
 - LEP
 - Custom Programs
 - Health
 - Medicaid
 - ILPA
 - PLP
 - Special Ed
- Student Locator
- Reports
- ▼ Instruction
 - ▼ Census
 - My Data
 - Staff Request Processor
 - People**
 - Households
 - Addresses
 - Portal Request Processor
 - Add Person
 - Add Household
 - Add Address

School Choice | Credentials | Overrides | Fees | Pro Dev | Pro Dev Totals | ID History

Demographics | Identities | Households | Relationships | Enrollments | District Employment | District Assignments

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL *First Name: DOCTOR Middle Name: Suffix:

*Gender: Male *Birth Date (Age: 17): 12/21/1996 Soc Sec Number: - - -

No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country:

Date Entered US: Date Entered US School: Birth Certificate:

Original KY School Entry:

Home Primary Language: Spanish (1380)

Native American Language: Select a Value

Nickname:

Comments:

Upload Picture

- Modified by: Unknown

Person Identifiers

Local Student Number: 5979

Home Primary Language

Demographics | Identities | Households | Relationships | Enrollments | District Employment

Save | Delete | Person Summary Report | Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL | *First Name: DOCTOR | Middle Name: | Suffix:

*Gender: Male | *Birth Date (Age: 17): 12/21/1996 | Soc Sec Number: - - -

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country:

Date Entered US: | Date Entered US School: | Birth Certificate:

Original KY School Entry:

Home Primary Language: Native American (1025)

Native American Language

Select a Value

- N000: Other
- N001: Abnaki
- N002: Achimawi
- N003: Ahtena
- N004: Alabama
- N005: Aleut
- N006: Algonquin
- N007: Apache
- N008: Arapaho
- N009: Araucanian
- N010: Arikara
- N011: Athapaskan
- N012: Atsina
- N013: Atsugewi

Upload Picture

- Modified by: Unknown

Person GUID: 473442CA-E7CB-4806-BF1D-412C5BD8861C

Home Primary Language

School Choice Credentials Overrides Fees Pro Dev Pro Dev Totals ID History

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL *First Name: DOCTOR Middle Name: Suffix:

*Gender: Male *Birth Date (Age: 17): 12/21/1996 Soc Sec Number:

No Image Available

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country:

Date Entered US: Date Entered US School: Birth Certificate:

Original KY School Entry:

Home Primary Language: Albanian (0050)

Native American Language:

Nickname:

Comments:

Upload Picture

- Modified by: Unknown

Person Identifiers

Local Student Number: 5979

Date Entered U.S.

School Choice Credentials Overrides Fees Pro Dev Pro Dev Totals ID History

Demographics Identities Households Relationships Enrollments District Employment

Save Delete Person Summary Report Demographics Data

Person Information

PersonID: 5979

*Last Name: CRISTOBAL *First Name: DOCTOR Middle Name: Suffix:

*Gender: Male *Birth Date (Age: 17): 12/21/1996 Soc Sec Number:

Race/Ethnicity (Edit)

State Race/Ethnicity: 1:Hispanic/Latino
Federal Designation: 1:Hispanic/Latino
Race(s): White
Hispanic/Latino: Y:Yes
Race/Ethnicity Determination: 04:Unknown

Birth Country:

Date Entered US: Date Entered US School: Birth Certificate:

Home Primary:

Albanian (Caucasian):

Native American:

Select a V:

Nickname:

Comments:

Upload Picture

- Modified by: Unknown

Date Entered US Calendar:

April 2014						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

Today

Student Records Transfer

Releasing District & User

District	301 Knox County	Name	System Administrator	Username	admin
Release Date	10/12/2012	Work Phone		Email	administrator@knox.kyschools.us
Comments	None.				

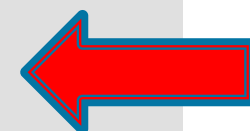
Status: Records released.

Transfer Documents

- Transcript
- Census Contact Summary
- Extended Census Summary
- Enrollment History
- Schedule
- Attendance Period Detail
- Assessment Summary
- Behavior Summary
- Health Condition Summary
- Health Screening Summary
- Health Immunization Summary
- court report card
- Knox Central High School Current Trimester grade
- Knox Central Mid-Term
- Knox Central--Nine Weeks--current term only
- IEP
- Special Ed Evaluation
- IEP Documents
- PLP
- PLP Documents
- LEP
- LEP Services
- LEP Accommodations

Data imports

- Transcript Import Wizard
- Extended Census Import Wizard
- Enrollment History Import Wizard
- Assessment Import Wizard
- Immunization Import Wizard
- Health Condition Import Wizard
- Health Screening Import Wizard
- IEP Import Wizard
- Special Ed Evaluation Import Wizard
- Special Ed Documents Import Wizard
- PLP Import Wizard
- PLP Documents Import Wizard
- KY State Reporting Import Wizard
- LEP Import Wizard



Generating the Report

There are errors and/or warnings in the extract (See below) [Click Here](#) to generate the reports

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

Critical Error: The following records do not have a selection of Instructional Accommodation. These students will NOT be included on the LEP extract. (Number of Records: 0)

Critical Error: The following records have a Home Language selection of 0400: English. These students will NOT be included on the LEP extract. (Number of Records: 0)

Warning: The following records have a Home Language selection of 1630: Other. The students will be included on the LEP extract. (Number of Records: 0)

Warning: Home Primary Language is set to Native American, but Native American Language is not selected. These students will be included on the LEP extract. (Number of Records: 0)

Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)



LEP Extract

Error/Warning Table of Contents: (If warning/error count is 0, there are no warnings/errors to report.)

Critical Error: The following records do not have a selection of at least one LEP Service type which overlaps the date range specified in the extract editor. These students will NOT be included in the LEP extract. (Number of Records: 0)

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Warning: Native American Language is selected, but Home Primary Language is not set to Native American. These students will be included on the LEP extract. (Number of Records: 0)



Do you want to open or save LEP.csv from icuat.education.ky.gov?

Open

Save

Cancel



LEP Extract – Save As Excel

[illegible]

Secure File Upload

Kentucky.gov KY Agencies | KY Services



**KENTUCKY DEPARTMENT OF
EDUCATION**
Every Child Proficient and Prepared for SUCCESS



Web Applications Login

Applications >> Logged in as: **[GMARTIN2]** Logout

K
[KEPS](#)

S
[Secure File Transfer \(EL Coordinator upload\)](#)


U
[User Info Editor](#)

W
[Web Security Administrator \(WSA\)](#)




District Selection

Kentucky.gov KY Agencies | KY Services



**KENTUCKY DEPARTMENT OF
EDUCATION**
Every Child Proficient and Prepared for SUCCESS



English Language Coordinator – Secure File(s) Upload

English Language Home >> Logged in as: [GMARTIN2] | Logout

District Selection

Please select the district for which you wish to upload files:

Adair County

Adair County

Allen County

Anchorage Independent

Anderson County

Ashland Independent

Augusta Independent

Ballard County

Barbourville Independent

Bardstown Independent

Barren County

Bath County

Beechwood Independent

Bell County

Bellevue Independent

Berea Independent

Boone County

Bourbon County

Bowling Green Independent

Boyd County

Boyle County

Bracken County

Breathitt County

Breckinridge County

Bullitt County

Burgin Independent

Butler County

Caldwell County

Calloway County

Campbell County



Campbellsville Independent

Select District

Privacy | Disclaimer | Contact Us | Help

Upload the File

[Kentucky.gov](#)KY Agencies | KY Services

**KENTUCKY DEPARTMENT OF
EDUCATION**
Every Child Proficient and Prepared for SUCCESS

English Language Coordinator – Secure File(s) Upload

English Language Home>> Logged in as: [GMARTIN2] | Logout

District Selection

Please select the district for which you wish to upload files:

Please use the "Browse" button below to locate the file you wish to upload.

After clicking the "Browse" button:

1. Select the location you have saved the file to on your computer from the drop-down list.
2. Double-click on the file's name.
3. Click on the "Upload Your File" button.

**** Files that are larger than 50MB may time out while being uploaded.**

***Any data previously submitted under the name of the file chosen will be over-written.**

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Contact and Resource Information

gary.martin@education.ky.gov

<http://education.ky.gov/specialed/EL/Pages/Data-Collection-Reporting-and-Monitoring-for-Immigrant-and-LEP.aspx>

